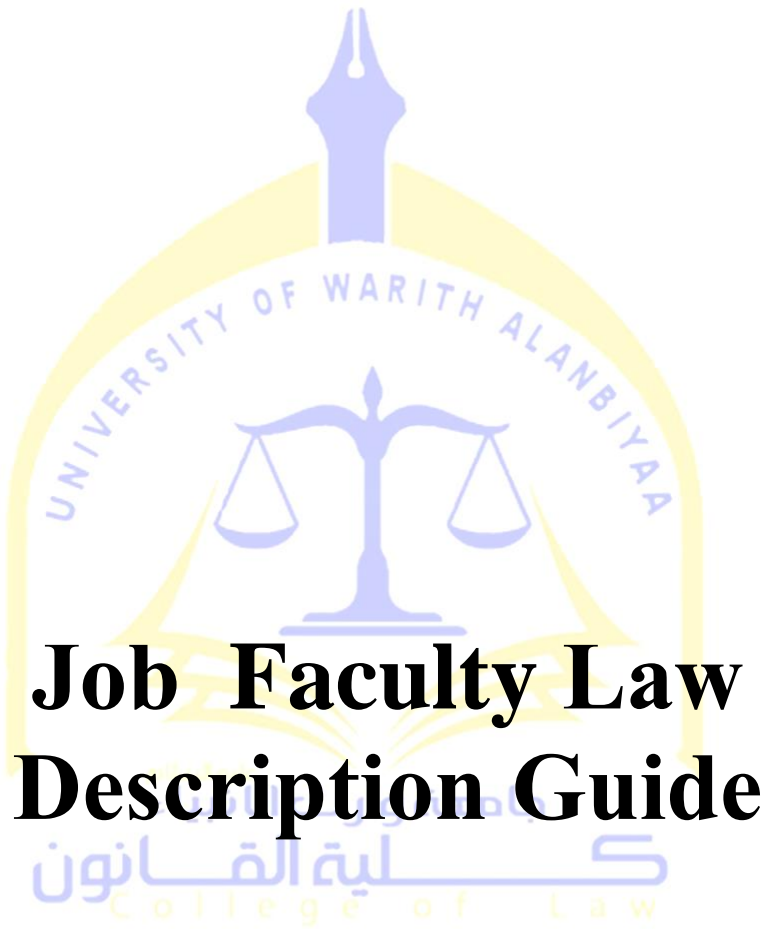




**Ministry of Higher Education
and Scientific Research
University of Warith Al-Anbiyaa
Faculty of Law**



Job Faculty Law Description Guide

It is a document that aims to define the tasks, responsibilities and job requirements of faculty and administrative staff in the College of Law. This guide includes details about the various academic and administrative positions, while identifying the skills and competencies required to ensure the provision of a high level of education and services in the College.

1. General objectives of the job description

- **Organizing work within the college:** Clarity of roles helps organize educational and administrative processes.
- **Clarifying tasks and responsibilities:** Defining the tasks of each job helps reduce ambiguity and achieve more efficient performance.
- **Setting professional standards:** ensuring that all individuals in the college possess the necessary skills and qualifications.
- **Support skills development:** Job descriptions can be used as a tool for training and professional development.

2. Main Sections in a Law School Job Description

2.1. Faculty Members

- **Position:** Assistant Lecturer , Lecturer, Assistant Professor, Associate Professor, Professor.
- **Tasks:**
 - Teaching legal courses
 - Supervision of research and postgraduate studies (masters (and doctorate.
 - Curriculum development.
 - Providing legal advice on academic issues.
 - Participation in academic and research activities.
 - Participation in college committees (evaluation, academic (.accreditation, etc.
- **Qualifications:**
 - PhD or Master's degree in law.
 - Specialized teaching or research experience.
 - Speaking and writing skills in Arabic (or English, as (required.
- **Competencies:**
 - Strong teaching and research skills.
 - Ability to motivate and guide students academically.
 - High communication skills.

2.2. Members of the Board of Directors

- **Position:** Administrative Officer, Academic Secretary, Student Affairs Officer.
- **Tasks:**
 - Organizing study schedules.
 - Follow up on students' academic and administrative affairs.
 - Preparing academic reports and correspondence.
 - Coordination between different departments within the college.
 - Assisting students in registration and enrollment procedures.
- **Qualifications:**
 - University degree in a relevant field.
 - Organizational and administrative skills.
- **Competencies:**
 - Communication skills with students and academics.
 - Ability to deal with administrative systems.
 - Skills in using office computer programs(such asMS Office).

2.3. Other functions (such as academic guidance and legal assistance)

- **Tasks:**
 - Providing legal advice to students on legal specializations.
 - Providing academic support for review and assistance in preparing research.
 - Organizing external workshops and lectures with professionals in the legal field.
- **Qualifications:**
 - Deep knowledge of local and international laws.
 - Ability to analyze legal issues.
- **Competencies:**
 - High communication skills.
 - Ability to provide legal advice efficiently and clearly.

3. Required qualifications for all jobs

- **Education:** Senior teaching positions assistant lecturer ,) professor, associate professor) usually require a doctorate in law, while some other positions such as administrative officer or academic secretary may suffice with a university degree in a related field.
- **Experience:** Some positions may require previous academic or professional experience in the field of law.
- **Skills:**

- Clear academic speaking and writing skills.
- Strong communication skills.
- Ability to deal with modern technologies in education and documentation.

4. Tasks common to all jobs

- **Participation in developing college policies:** Every member of the college must participate in developing and improving education and research policies.
- **Participation in community and educational activities:** whether through organizing academic events or participating in awareness-raising activities in the field of law.

5. Advantages and Opportunities in the Faculty of Law

- **Research opportunities:** Providing an academic environment that encourages scientific research and innovation.
- **Professional Development:** The college provides training and professional development opportunities for faculty and administrative staff.
- **Interact with professionals in the field:** Benefit from the network of academics, lawyers and legal advisors in the local and international community.

6. The importance of job description

- The job description contributes to achieving **justice and transparency** in the appointment and evaluation of employees.
- Facilitates **performance management** by setting clear criteria for evaluating employees.
- Helps **achieve the college's goals** by coordinating work between different departments and individuals.

This is the general structure of a law school job description guide. The guide may vary depending on the needs of the school and the specific academic field, but these elements are the foundation of many law schools.